

Retention and Classification Report

Agency: Board of Education. Division of Rehabilitation Services.
Governor's Committee on Employment for People with
150 West North Temple
Salt Lake City, UT 84101
801-538-4210

Records Officer

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AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 13968

3

TITLE: Agency written histories

DATES: 1950-

ARRANGEMENT: Alphabetical by subject, thereunder chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

RETENTION:

Retain 10 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 4.

AUTHORIZED: 04/21/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's
Committee on Employment for People with Disabilities

SERIES: 13968

TITLE: Agency written histories

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 13963

3

TITLE: Cash receipts

DATES: 1988-

ARRANGEMENT: Numerical by date, thereunder by event

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Agency copy of receipts given to customers who pay cash to the agency for services rendered.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 13.

AUTHORIZED: 04/21/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 13953

3

TITLE: Committee and conference files

DATES: 1968-

ARRANGEMENT: Numerical by year

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Records created by a committee or conference, including advisory committee's relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/17/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 13965

3

TITLE: Employee travel reimbursement files

DATES: 1988-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Records relating to reimbursing individuals, such as travel orders, travel authorizations, per diem vouchers, transportation requests, hotel reservations, and all supporting records documenting official travel by officers, employees, dependents, or others authorized by law to travel.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 18.

AUTHORIZED: 04/21/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then destroy.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 13955

1

TITLE: Employer recognition files

DATES: 1982-

ARRANGEMENT: Numerical by year

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

Records created by a committee or conference, including advisory committee's relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 13947

3

TITLE: Executive correspondence

DATES: 1986-

ARRANGEMENT: Alphabetical by subject, thereunder chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are records which are not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/20/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 17218

3

TITLE: Federal legislative update files

DATES: 1977-

ARRANGEMENT: Alphabetical by program name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a record of federal programs, guidelines, legislation, and updates sent to the office by private and federal agencies. This information is available to other agencies and the general public.

RETENTION:

Retain 1 year or until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after administrative value has been met or until superseded and then destroy.

APPRAISAL:

Administrative

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's
Committee on Employment for People with Disabilities

SERIES: 17218

TITLE: Federal legislative update files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 17217

3

TITLE: Golden key award files

DATES: 1970-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records document outstanding and unusual achievements of handicapped citizens from the State of Utah. Awards are given in nine categories: Outstanding Handicapped Citizen of the Year; Handicapped Citizens, Small and Large Employer of the Year; Recreator/Athlete; Service Provider of the Year; Legislative Action; Media/Public Awareness Awards; and the Maurice Warshaw Award. Applications are accompanied by a narration on the individual or program nominated. This would include a description of the disability, type of rehabilitative and/or vocational training received, reason for selection, and related correspondence.

RETENTION:

Retain 4 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after the year the nomination was submitted and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's
Committee on Employment for People with Disabilities

SERIES: 17217

TITLE: Golden key award files

(continued)

APPRAISAL:

Administrative Historical

This group of records depicts the struggles and achievement of
the handicapped person in Utah. These records have research value
and should be retained permanently.

PRIMARY CLASSIFICATION:

Private

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 13943

3

TITLE: Indexes and check lists

DATES: 1988-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Bibliographies, check lists, and indexes of agency publications and news releases, except those used as indexes to public relations files.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 66.

AUTHORIZED: 03/31/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 13961

3

TITLE: Inter-departmental transfer requests (DF61)

DATES: 1989-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

An accounting document that requests the transfer of funds between agencies for services rendered or materials purchased.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 26.

AUTHORIZED: 04/21/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 17221

3

TITLE: Job announcements

DATES: 1987-

ARRANGEMENT: Chronological, thereunder alphabetically by entity or grouping

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This is a record of job openings from the state and private employment offices who are willing to hire the handicapped. This is a way private and state employment office's meets it's affirmative action plan requirements.

RETENTION:

Retain 1 month after position filled

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 month after position has been filled or until obsolete and then destroy.

APPRAISAL:

Administrative

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's
Committee on Employment for People with Disabilities

SERIES: 17221

TITLE: Job announcements

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 13957

3

TITLE: Journalism contest files

DATES: 1980-

ARRANGEMENT: Numerical by year

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

Records created by a committee or conference, including advisory committee's relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/17/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 13959

3

TITLE: Ms. wheelchair Utah and America

DATES: 1975-

ARRANGEMENT: Alphabetical by category, thereunder numerical by year

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Records created by a committee or conference, including advisory committee's relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/17/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 13966

3

TITLE: Periodic budget reports

DATES: 1988-

ARRANGEMENT: Numerical by date

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Monthly or routine reports on the status of agency appropriation accounts and apportionment, excluding Annual Budget Reports

RETENTION:

Retain 3 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 11.

AUTHORIZED: 04/21/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's
Committee on Employment for People with Disabilities

SERIES: 13966

TITLE: Periodic budget reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 13962

1

TITLE: Petty cash records

DATES: 1990-

ARRANGEMENT: Numerical by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Records which verify all monies received or expended through a petty cash account. Includes cash receipts, adding machine tapes, daily accounting records, reconciliation, transmittals, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 13945

3

TITLE: Policy and procedures manual

DATES: 1988-

ARRANGEMENT: Alphabetical by subject, thereunder chronological

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

Policies and procedures that govern the operation and administration of various programs within the organization.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 70.

AUTHORIZED: 04/07/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office until superseded and then destroy.

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 13956

3

TITLE: Poster contest files

DATES: 1980-

ARRANGEMENT: Numerical by year

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

Records created by a committee or conference, including advisory committee's relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/17/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 17219

3

TITLE: Program and policy files

DATES: 1950-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.80 cubic feet.

DESCRIPTION:

This is a record of programs, policies and procedures as they pertain to the Governor's Committee on Employment to the Handicapped. This series includes photographs and newspaper clippings of interstate conferences, program and award ceremonies, civil rights policies, new medical techniques, coalition group information, housing information, a historical trail of committee actions, developments, minutes, community impact, speeches, seminars, and information on various state and national societies related to the handicapped and handicapped services.

RETENTION:

Retain 3 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after administrative value has been met and then transfer to State Archives with authority to weed.

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 17219

TITLE: Program and policy files

(continued)

APPRAISAL:

Administrative Fiscal Historical

These records trace the history of the committee from it's earliest existence to the present.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 13960

3

TITLE: Supply requisition files (DP1)

DATES: 1990-

ARRANGEMENT: Alphabetical by category, thereunder numerical by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Requisitions for supplies and equipment for current inventory.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 10.

AUTHORIZED: 04/21/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 13964

3

TITLE: Telephone bills

DATES: 1988-

ARRANGEMENT: Numerical by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Bills which document calls made from state offices. Bills also include the number called and the length, time, and date of phone call.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 43.

AUTHORIZED: 04/21/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 13952

3

TITLE: Telephone message registers

DATES: 1988-

ARRANGEMENT: Numerical by year

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Message registers, logs, performance reports, daily load reports, and related or similar records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 4, Item 8.

AUTHORIZED: 04/20/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months or until administrative need ends and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 17220

3

TITLE: Training and informational materials

DATES: 1985-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 7.00 cubic feet.

DESCRIPTION:

Training materials distributed to prospective employers, employer's conference, participants, organizations, and all other interested parties. Includes newsletters, films, slides, videos, posters, reports, brochures, correspondence, and billing and ordering records.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after superseded or until obsolete and then destroy.

Paper: Retain in Office for 1 year or until updated and then destroy.

Paper: Retain in Office for 1 year after superseded or until obsolete and then destroy.

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's
Committee on Employment for People with Disabilities

SERIES: 17220

TITLE: Training and informational materials

(continued)

APPRAISAL:

Administrative Historical

Only materials created by this agency have research value to the
State and should be retained permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 13950

3

TITLE: Transitory files

DATES: 1989-

ARRANGEMENT: Numerical by date

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

Papers of short-term interest which have no documentary or evidential value. Includes transmittal correspondence, copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply; and quasi-official notices such as for holidays, charity, and fund appeals, bond campaigns, and other similar papers.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 30.

AUTHORIZED: 04/20/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 months and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 13958

3

TITLE: Women's ability conference files

DATES: 1985-

ARRANGEMENT: Numerical by year

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

Records created by a committee or conference, including advisory committee's relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/17/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Board of Education. Division of Rehabilitation Services. Governor's Committee on Employment for People with Disabilities

SERIES: 13949

3

TITLE: Word processing files

DATES: 1986-

ARRANGEMENT: Alphanumerical by file number and name

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

Documents such as letters, messages, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes and is used to produce a hard copy which is then maintained in organized files.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/20/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Office until administrative need ends and then erase.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (2008)
Protected. UCA 63G-2-305 (2008)